



**Guilford County Continuum of Care Executive Committee
Minutes
08.07.23**

Attendance: Chair Bernita Sims, Will Bohaboy, Cheri Neal, Dr. Pamela Palmer, Shanna Reece, Sarah Roethlinger, Erin Stratford-Owens, Beth Waters, Nena Wilson

Also Attending:

Sherea Burnett, Jessica Camire, Wilton Donnell

This was the regular scheduled monthly meeting of the Continuum of Care Executive Committee. The meeting was held virtually via the Teams platform.

I. Welcome – Chair Bernita Sims

The meeting was called to order by Chair Sims at 11:18am.

II. Review and Approve Minutes – June 5, 2023

The minutes were acknowledged as having been sent and received. A motion to accept the minutes as submitted was made by Sarah Roethlinger. The motion was seconded. The motion passed without objection.

III. ACTION ITEMS:

1. MOU Reviews – Status Updates and Vote needed (See Attachments)

A. Collaborative Applicant

[Collaborative Applicant MOU - Guilford County \(2023 - 2024\) - DRAFT.pdf](#)

A motion was made by Sarah Roethlinger to accept the Collaborative Applicant Memorandum of Understanding (MOU) with the recommended changes. The motion was seconded. The question was proposed to the body to accept the motion as presented. The motion passed without objection.

B. Coordinated Entry

[Coordinated Entry MOU - PEH \(2023\) - DRAFT.pdf](#)

There was some discussion about the roles of Partners Ending Homelessness

(PEH) and the Collaborative Applicant (C/A). There was discussion about the release/transfer of funding dollars. There was also discussion on whether MOUs are legally binding. The Coordinated Entry (C/E) MOU was agreed to be good the way it was presented with a note to change the duration date. Chair Sims made a recommendation to approve and move forward to the CoC Board the Coordinated Entry MOU. A motion was made by Nena Wilson to accept the Coordinated Entry MOU with the noted changes. The motion was seconded. The question was proposed to the body to accept the motion as presented. The motion passed without objection.

C. HMIS/MCAH

[MCAH MOU FY23-24 NC 504.docx](#)

This MOU did not have any questions or discussion on content. It was noted by Chair Sims that the Executive Committee has the ability to approve critical documents that are critical to the functioning of the body. The document was recommended by Chair Sims for approval and quick submission to move forward. A summary of the document was provided by Erin Stratford-Owens. A motion was made by Nena Wilson to accept the MCAH MOU as presented. The motion was seconded. The question was proposed to accept the MCAH MOU as presented. The motion passed without objection.

D. QSOBBA (ROI)

2. State ESG Funding – Vote Needed (see p. 4)

A call meeting is to be held on Wednesday at 9:30am to vote on the recommended Emergency Solutions Grant approvals. Board attendance was stated to be required.

3. Nominating Committee (Interim Chair Sarah Roethlinger)

A. Laura Baker – Vote Needed (Board Member for the Housing Committee)

It was recommended that Laura Baker not be considered at this time since Scott Jones had not officially tendered his resignation from the CoC Board serving in the Housing Committee slot.

B. Kristina Singleton – Vote Needed (Direct Service Provider)

C. Renee Norris – Vote Needed (University)

Kristina Singleton and Renee Norris were presented for membership to the CoC Board. It was noted that Kristina had expressed interest in serving in the Vice-Chair role, and that Renee Norris had been attending, and voting in, Board meetings previously in filling Steven Sill's slot.

Motion (Sarah Roethlinger) – approve the nomination of Kristina Singleton to serve in a Direct Provider role for a 3-year term, and approve Renee Norris to serve in a 2-year term for a University role on the CoC Board. The motion was seconded. The question was presented to the body to vote on the motion to approve Kristina Singleton and Renee Norris to CoC Board membership in the respective positions noted above and for the noted terms.

The motion passed without objection.

There was discussion on Blake Easley (NC Next Gen), to serve on the CoC Board in a Lived Experience capacity.

4. Governance Charter – Vote Needed (see link)

[Guilford County CoC Governance Charter 7.25.23 PDF.pdf](#)

There was a review of the changes to the Governance Charter from work Done by the Governance Charter Committee. The topics covered were:
Ex-Oficios are considered as part of the CoC Board but cannot vote
Coordinated Entry Lead language
Annual Review Responsibilities
Setting written standards
Membership of the CoC Board
Terms of Office
Elected Official positions
Proxy voting is not permitted in Board meetings
Membership Orientation language
Conflict of Interest (COI) Disclosure Policy
Municipality Funding
Document date change upon approval

5. Membership Committee (Interim Chair Sarah Roethlinger)

A. **Vote Needed** – Fox Valley Farms, Rick’s Hope, Trinity AME Zion Baptist Church

As a recommendation out of the Membership Committee, the above 3 entities were presented to membership into the CoC. A motion was made (it was stated that there was no need for a second) by Membership Interim Chair Sarah Roethlinger to approve Fox Valley Farms, Ricky’s Hope, and Trinity AME Zion Baptist Church for membership into the CoC. The question was posed to accept these entities, and the vote ensued. The motion passed.

A. Process

B. Orientation

6. Guilford County CoC Agency Monthly Training Record Document – Vote Needed

[Guilford CoC Agency Monthly Training Record.docx](#)

IV. Collaborative Applicant Update – Cheri Neal

A. HUD Technical Assistance

1. Strategic Planning (was approved; needs vote no later than December 2023)
2. Coordinated Entry (Waiting on approval for additional hours from HUD)

- B. Monitoring – Agency Self-Evaluation (due no later than October 16th)
- C. Other Updates
 - 1. Staff Update
 - 2. NOFO Funding Timeline (see p.5)
 - 3. NC HMIS Governance Committee
 - A. Update
 - 4. Infectious Disease Task Force
 - A. Update
 - 5. Street Outreach Collaboration
 - A. Update
 - 6. Engagements/Initiatives
 - A. Faith-Based Organizations – tentative Kick-off 9/30/23
 - 7. CoC Annual Forms (Due no later than July 1st) - Status Update
 - 8. Annual Membership – Status Update
 - 9. COI Disclosure Policy & Acknowledgement - Status Update
 - 10. Reallocation Policy – Approved by SPEC (see attachment)
[NC-504 Reallocation Policy Final Version 7.26.23.docx](#)

V. HMIS Lead Update – Erin Owens (PEH)

- A. Status Update (i.e., Evaluation, Staff, Required Trainings, Documents, etc.)
- B. Monthly Data Report
- C. QSOBBA (ROI)
- D. HMIS Committee Report – Chair Beth Waters

VI. Coordinated Entry Lead Update – Erin Owens (PEH)

- A. Status Update (i.e., Evaluation, Staff, Documents, Trainings, etc.)
- B. Monthly CE Data Report
- C. Coordinated Entry Committee Report - Chair Will Bohaboy
[Guilford CoC Committee Report FormCEJuly2023.docx](#)

VII. Stronger Together Task Force – Dr. Pamela Palmer – No Report

- A. Homeless Shelters Updates
- B. CoC Press Conference
- C. Inter-Local Committee
- D. Homelessness Task Force

VIII. Announcements/Other Information

A. CoC Membership Portal

<https://www.guilfordcountync.gov/our-county/human-services/continuum-of-care/coc-member-portal>

B. Federal Strategic Plan - (Please see attachment)

ALL Non-Profits should register in lieu of a disaster in Guilford County at <https://grantee.fema.gov/EventOpenRequestPeriod> to be eligible for federal funding. The contact person is John Sommer; his contact information is as follows: John.Sommer@ncdps.gov at 984-303-5104 for additional questions.

IX. Old Business/New Business

Dr. Palmer was given space to speak on an incident regarding an email from Family Services of the Piedmont. The issue regarded submissions for the Domestic Violence (DV) project funding in the current cycle. There were 2 Points of focus:

Pending development of a cluster of apartments for transitional housing to Permanent housing; and a gathering of organizations that had submitted a Letter of Intent for funding to come together for a virtual meeting on August 14. There was further discussion on this matter.

X. Adjournment

A motion was made by Sarah Roethlinger to adjourn the meeting. A second was Submitted.

NC-504 ESG Budget Summary

	Total Eligible	Emergency Services (60% maximum)	Housing Stability (40% minimum)
Eligible Amount	\$276,106.00	\$165,663.60	\$110,442.40
Application Amount	\$276,106.00	\$165,663.00	\$110,443.00
Remaining	\$0.00		

Agency Name	Emergency Shelter	Street Outreach	Rapid Rehousing	Homelessness Prevention	HMIS	TOTAL
Partners Ending Homelessness		\$41,609.00			\$45,000.00	\$86,609.00
The Servant Center			\$28,558.00	\$15,724.00		\$44,282.00
Room at the Inn	\$20,000.00					\$20,000.00
Family Service of the Piedmont	\$11,160.00		\$21,161.00			\$32,321.00
West End Ministries	\$36,751.00					\$36,751.00
YWCA Greensboro	\$26,126.00					\$26,126.00
Tiny Houses Community Development		\$16,367.00				\$16,367.00
Youth Focus	\$13,650.00					\$13,650.00
						\$0.00
Total Request	\$107,687.00	\$57,976.00	\$49,719.00	\$15,724.00	\$45,000.00	\$276,106.00



GUILFORD COUNTY CONTINUUM OF CARE

Working to End Homelessness in Guilford County

2023 Timeline for NC-504 Guilford County Emergency Solutions Grant Process

Item	Date	Week Day
Letter of Intent to Apply Request Released	5/22/23	Monday
Application & Funding Released by State	6/6/23	Tuesday
CoC Members Notified & RFA Released	6/9/23	Friday
Letters of Intent & Documentation Due	6/9/23	Friday
Informational & Instructional Trainings	6/13-20/23	multiple
CoC Technical Assistance Cut-Off	6/30/23	Friday
CoC Member Applications Due	7/5/23	Wednesday
CoC Staff Provides Applications to SPEC	7/7/23	Friday
SPEC Begins Review of Applications	7/10/23	Monday
SPEC Notifies Funded Agencies	7/20/23	Thursday
Appeals on Funding Due to SPEC	7/26/23	Wednesday
Appeals Reviewed by SPEC	8/1/23	Tuesday
Funding Recommendations Announced	8/4/23	Friday
Funding Recommendations Voted on by CoC Board	8/7/23	Monday
Funding Recommendations Voted on by CoC Membership	8/10/23	Thursday
Written Notice of Funding to Agencies	8/15/23	Tuesday
Regional Application Submitted to State	8/18/23	Friday
State Regional Application Deadline	8/21/23	Monday

All dates for information releases, review activities, and votes are the latest the described activity will be completed. Application and appeals due dates are deadlines.